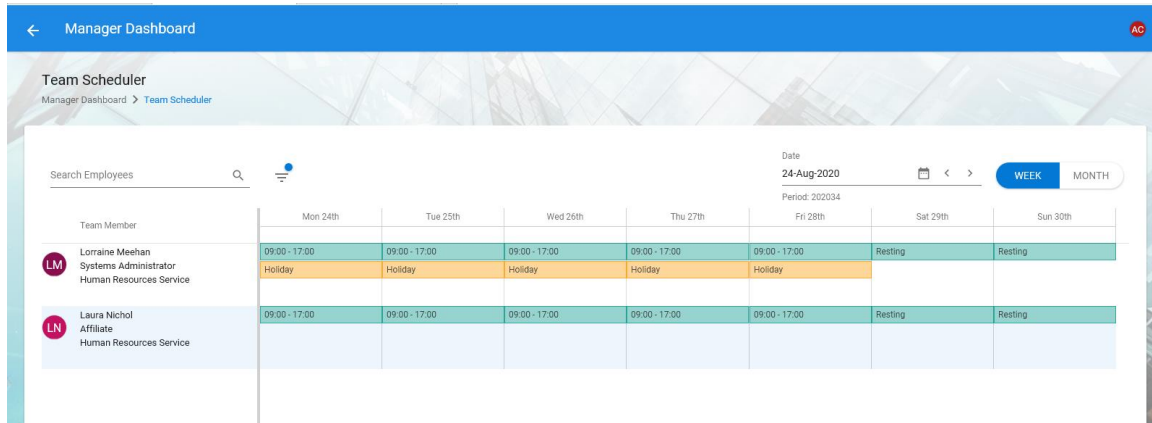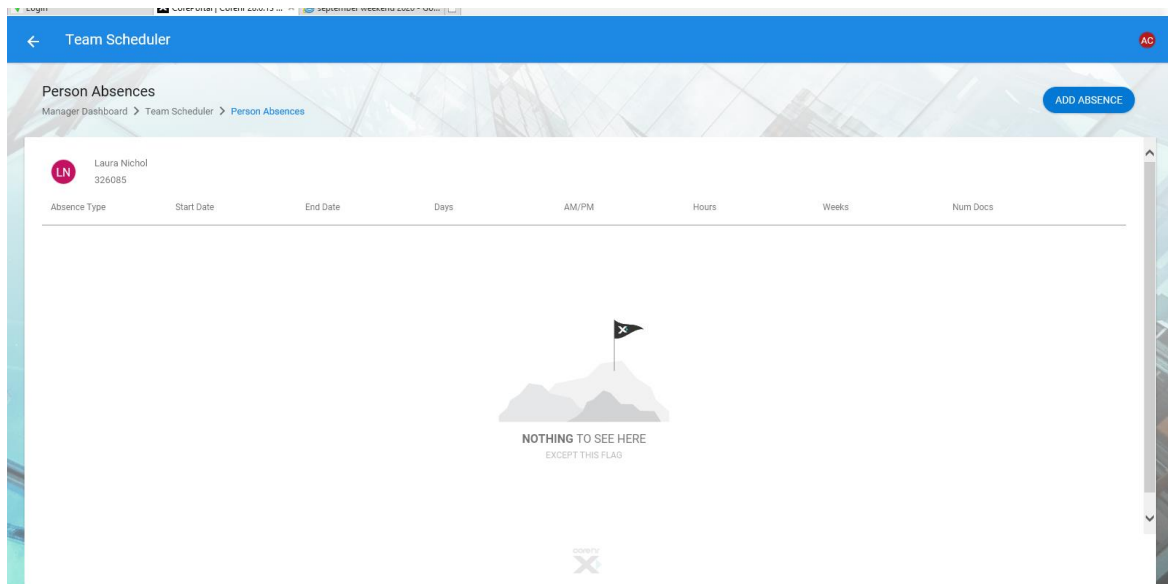## Inputting Absence Details

Line Managers can record the absences of their team directly into the HR System. This should be entered on the day the employee notifies you of their absence. This data should be entered via the Team Diary, this is accessed via My Team > Actions > View Scheduler.

To enter an absence, you should double-click on the white space along from the employee's name and select "Person Absences". The screen will refresh and any absences for that employee will display. To add a new absence you should click on the blue "Add Absence" button in the top right hand-corner of the window

You should complete the information required on each screen of the pop-up window.

Leave Type - You can select the type of absence you wish to enter from the drop down list.

Start and End Date – These will default to 'today's date' but can be amended if the absence is retrospective. If you do not yet know the return date of the employee then you should use the 'Open Ended' toggle (see below).

Part Day Leave – This should be used where the employee is absent for part of the day.

Open Ended – This option should be used where you expect the employee to be absent for a significant length of time and do not have a definate end date. If the annual leave is scheduled during the absence, and the employee will definitely not be back for the annual leave, you should cancel the annual leave then enter the sick leave – the employee's annual leave balance will increase accordingly.

Reason – There is a list of options available to you in a drop-down menu. You should select the most appropriate reason to explain the absence.

Narrative – add any notes that may be relevant e.g. Susan phoned at 9:10am and does not expect to be in for rest of the week

Work Related absence – if the illness is work related tick the **Work Related** box.

Once you are satisfied with the information you have entered you should press Save.

To edit an absence that has been entered already you should navigate to the absence in the same way as above but rather than click on the white space you should double click on the absence. You can then edit the details and Save.

Click on **Absences** tab at bottom of screen

Recording of Fit Notes

On receipt of a Fit Note from the employee you should navigate to the absence, open it as you would if you were editing the details and within the area labelled Absence Description you will now see the blue "ADD" button in the top-right of the screen. This button will only be available in an already Saved absence.

When you press Add you will now see that you can enter the details of the fit note within the screen.

From Date and **To Date –** enter the dates of the fit note – if says for two weeks enter date two weeks from start date for the **To Date**.

Illness – select **Default Illness** unless is a work related illness

Doctor – enter Dr's name or name of medical centre

Comments – enter any comments on the fit note that are relevant e.g. *employee can return to work on restricted duties for 2 weeks then full duties*

Click **Save** button

Repeat this process upon receipt of additional fit notes.